



Quick Instructions

Once you have the Home Page of www.happy-tree.co.uk on your screen:

Either key your password in if you are a Subscriber (Databases connected) or key in 4444 and press [Enter], if you want to 'practise'.

You can view the Tutorials to see how you can successfully mail-shot over 80,000 Intermediaries or read the Basic Instructions and more detail below.

Basic Instructions (4 stages):

We draw your attention to the Tool bar across the top and the four stages titles, from left to right:

'Template' this is where you select your Template – For Practise please select 'Main'

'Design' this is where you create your advert.

'View' this is where you check your creation.

'Send' this is where you activate the sending of your Advert – In the Practise mode only the single email field will work, (we recommend you always send your creation to yourself so you can see what it looks like when it arrives in your inbox – some send it for final checking)

More Detail:

If you have selected the 'Main' Template at the design stage you can embed a graphic from the examples already there; (you can add your own – refer to the image upload tutorial), click on an image – it will expand for viewing, then click close – this image will be selected, you can change the image by selecting another one. If you do not require a graphic, you need to go back to the 'Template' stage and select 'no picture'.

You can add links to your advert by clicking on the link symbol on the drawbar and keying in your link to your Web-site or email.

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Quick Start Instructions (cont.)

Other areas:

There are three other areas,

'Database' this is where you can view, amend, delete or add your own email addresses

'Image' upload' this is where you can add your own graphics.

'Tutorial' this is where is can get more instructions.

So it is simple to do it self – however if you require us to do it all we will.

If you require further help, please email: Kelvin@happy-tree.co.uk

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